

SUMMARY OF CONTENTS

Before beginning any work on the application, read the grant guidelines thoroughly. As you complete the grant application, please use this check-list as a guide. Complete and sign this page, and turn it in with the application as page 2. When submitting the grant application, please put together the requested information in the following order. Please check “Yes” if the information is enclosed with the application.

	YES	NO	N/A	GOV Use Only
1. General Information Form (Attached Form, pg 1)	_____	_____		_____
2. Summary of Contents Form (Attached Form, pg 2)	_____	_____		_____
3. Prior Accomplishments	_____	_____		_____
4. Problem Statement and Needs Assessment	_____	_____		_____
5. Principles of Effectiveness	_____	_____		_____
6. Proposed Grant Project Goal(s)	_____	_____		_____
7. Proposed Grant Project Objectives	_____	_____		_____
8. Proposed Grant Project Monitoring and Evaluation	_____	_____		_____
9. Proposed Grant Project Staffing Pattern	_____	_____		_____
10. Proposed Grant Project Collaboration	_____	_____		_____
11. Underserved Populations	_____	_____		_____
12. Civil Rights Contact Information	_____	_____		_____
13. Budget Summary Form (Attached)	_____	_____		_____
14. Budget Narrative	_____	_____		_____
15. Current Fiscal Year Agency Budget	_____	_____		_____
16. Next Fiscal Year Agency Budget	_____	_____		_____
17. Three current letters of support from the local community if not for profit, community or faith based organization	_____	_____	_____	_____
18. Proof of 501(c) Status if not for profit, community, or faith based organization	_____	_____	_____	_____
19. Copy of Current of Good Standing with Kansas Secretary of State, (785) 296-4564, if not for profit, community or faith based organization	_____	_____	_____	_____
20. State and Federal Certification Forms (Attached)	_____	_____		_____
21. a) Copy of Current Audit Report if not for profit; If governmental agency, state when and by whom an audit is completed and where it is kept	_____	_____		_____
b) Copy of auditor's letter to management	_____	_____		_____
22. All the information is in the correct order as listed	_____	_____		_____
23. There is one original plus four copies of the grant application and one copy of the current Audit Report if a not for profit, community or faith based organization	_____	_____		_____

If the application is submitted incomplete, it will not be reviewed.

SIGNATURE OF PERSON COMPLETING APPLICATION

